

FY04 SECRETARY OF THE ARMY ENVIRONMENTAL AWARDS PROGRAM

ABOUT THE AWARDS

Each year the Secretary of Defense honors installations, teams, and individuals for outstanding work in DoD environmental programs. On February 10, 2000, the Environment, Safety and Occupational Health Policy Board (ESOHPB) approved 17 environmental security awards within six categories, including:

- Natural Resources Conservation
- Cultural Resources Management
- Environmental Quality
- Pollution Prevention
- Environmental Restoration
- Environmental Excellence in Weapon System Acquisition

The ESOHPB further: (a) established a two-year cycle for all awards with large/small and non-industrial/industrial categories, (b) changed the weapon system acquisition award from pollution prevention to environmental excellence, (c) combined recycling with pollution prevention, and (d) added an environmental quality overseas installation category.

Beginning with the FY 2000 awards program, the two-year schedule is as follows:

Even Fiscal Years (e.g. 2004)	Odd Fiscal Years (e.g. 2005)
<u>Installation</u>	<u>Installation</u>
• Natural Resources Conservation, Large	• Natural Resources Conservation, Small
• Cultural Resources Management	• Cultural Resources Management
• Environmental Quality, Industrial	• Environmental Quality, Non-Industrial
• Environmental Quality, Overseas	• Pollution Prevention, Industrial
• Pollution Prevention, Non-Industrial	• Environmental Restoration
• Environmental Restoration	
<u>Team/Individual</u>	<u>Team/Individual</u>
• Cultural Resources Management	• Natural Resources Conservation
• Pollution Prevention	• Environmental Quality
	• Environmental Restoration
	<u>Team</u>
	• Environmental Excellence in Weapon System Acquisition

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DESCRIPTION OF AWARD CATEGORIES FOR FISCAL YEAR 2004

Natural Resources Conservation Award-Large Installation/Civil Works Facility (CWF) (TAB A)

PURPOSE: To recognize efforts to promote the conservation of natural resources, including the identification, protection, and restoration of biological resources and habitats; the sound management and use of the land and its resources; and the promotion of the conservation ethic. Environmentally beneficial landscaping is also a factor in this award.

Cultural Resources Management Award-Installation/CWF and Individual/Team (TAB B)

PURPOSE: To recognize efforts to promote the management of cultural resources, including historical buildings, archaeological sites, Native American items and sites, curation, and the promotion of the cultural resources conservation ethic.

Environmental Quality Award-Industrial Installation and Overseas Installation/CWFs (TAB C)

PURPOSE: To recognize efforts to protect human health and the environment by achieving full and sustained compliance with all applicable environmental requirements. Includes environmental management systems and pollution prevention efforts that achieve compliance in the areas of environmental planning, waste management, safe drinking water, as well as implementation of environmental management systems.

Pollution Prevention Award - Non-Industrial Installation/CWF and Individual/Team (TAB D)

PURPOSE: To recognize efforts to prevent pollution at the source, including practices that reduce or eliminate the creation of pollutants through increased efficiency in the use of raw materials, energy, water, or other resources.

Environmental Restoration Award - Installation/CWF (TAB E)

PURPOSE: To recognize efforts to protect human health and the environment by cleaning up identified DoD sites, in a timely, cost-efficient, and responsive manner.

NOMINATION PROCESS AND PROCEDURES

Nominations are due to the US Army Environmental Center by **22 October 2004**.

Please note: Submission procedures have been modified to allow greater recognition of US Army good news stories and best management practices. Refer to the FY04 Secretary of the Army Environmental Awards Information Paper for specifics.

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Each Major Command (MACOM) and Installation Management Agency (IMA) Regional Office will be allowed to submit **up to three** nominations per [sub]category.

Nominations may be: (a) from any level of the Military Departments or Defense Agencies and (b) any US Military active or closing installation/civil works facility worldwide.

- Nominees shall submit their nominations to USAEC through their proper chain of command. Nominations submitted directly to USAEC **will not** be accepted unless cleared through your chain.
- Installations identified as having High Priority Violations (HPV) or Significant Non-Compliance (SNC) as listed in the Environmental Protection Agency's Enforcement and Compliance History On-line (ECHO) database, during the period of performance, are ineligible to compete. However, team and/or individuals are eligible to compete in any category as long as their program is compliant.
- Regions and Commands will be responsible for ensuring their nominees DO NOT have any active Notices of Violation or enforcement actions in the category for which they are submitting a nomination.
- Winners from the previous cycle the [sub]category was offered are ineligible to compete in the same category. For example, the winner from the FY02 Natural Resources Conservation (NRC), Large Installation category is ineligible to compete in the FY04 NRC, Large Installation category.
- Each award category has a two-year period of performance, inclusive of the current fiscal year. Example, the period of performance for the FY04 awards cycle is 1 Oct 02 thru 30 Sept 04.

SUBMISSION REQUIREMENTS

Each nomination shall consist of no more than three pages consisting of **two pages** of concisely bulleted accomplishments plus **one page** of supporting quantifiable data. Nominations shall be single-spaced, 10-pt. Arial font. Quantifiable data shall be in the form of graphs, charts or data tables.

A complete nomination package shall consist of:

1. A completed nomination cover sheet. If submitting as a team, please list all team members.
2. Three page nomination
3. Disclosure of any NOV's.

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JUDGING

The judges will evaluate nominations based on the following criteria:

1. How well the nominee managed the program and progress with implementation of management system(s),
2. The program's technical merits
3. How well the program supported the military readiness/civil works mission, and how effectively management of significant environmental aspects was integrated into mission activities,
4. How effectively the program's lessons learned may be transferred from the nominee to others, and
5. The nominee's success in involving the base personnel, residents, and the local community in educational and community relation activities.

USAEC will convene a panel of subject matter experts to judge the nominations and select a winner and first runner-up for each [sub]category. Winners will be announced in January. Winners will then go on to represent the US Army in the Secretary of Defense (SecDef) Environmental Awards program. USAEC will contact winners to provide assistance with preparing for the Department of Defense competition and guide the nomination process.

THINGS TO THINK ABOUT WHEN DEVELOPING A WINNING NOMINATION

- What are the key accomplishments of the program?
- What makes the program an award-winning program?
- Did the program save money, resources or create other efficiencies? Can the savings be quantified?
- Is the program innovative or precedent setting in either military/government or private sectors?
- Did the program meet or exceed its goals? In what way?
- Can the before, during, after and cause/effect of the program be identified and quantified?
- To what degree has an environmental management system been implemented?
- Does the program have a community relations and/or environmental education program?
- What types of partnership activities does the program participate in? How are stakeholders involved in the decision process?
- Are the innovations, efficiencies or efforts of your program transferable and replicable to other programs within the Department of Defense and/or the private sector?
- What is the degree of interaction between mission related personnel and the environmental office? Are decision makers involved? To what degree?
- What awards/recognition has the nominee received?

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"NATURAL RESOURCES CONSERVATION, LARGE INSTALLATION/CWF" AWARD CATEGORY

Installation: Installations with more than 10,000 acres, including leased and military-owned or administered outlying ranges or training practice areas.

Nominations should concisely address the most outstanding program features of the preceding two fiscal years, inclusive of the award fiscal year. Areas to address include:

Environmental Enhancement

How accomplishments and improvements in the natural resources conservation program have improved the quality of life for the nominee's personnel and for surrounding communities

Mission Enhancement

How accomplishments and improvements in the natural resources conservation program have enhanced the ability of the nominee to carry out its military/civil works mission

Examples of program accomplishments include:

- Multiple-use coordination of forestry, land use management, outdoor recreation, wildlife, aesthetics, and threatened and endangered species
- Use of alternative/innovative management approaches, technologies, and staffing
- Status of integrated natural resources management plan, inventory status and degree of attainment of goals
- Application of principles and guidelines of ecosystem management in a regional planning context, to include consideration of economic, social, and environmental factors
- Erosion control and water conservation
- Agricultural land management, including prime and unique farmland protection and out-leasing programs
- Environmentally beneficial landscaping and native plant conservation
- Coordination and cooperation with other land management agencies
- Reforestation, timber stand improvement, establishment and protection of unique forest areas
- Commercial forestry programs
- Outdoor recreation programs, including provisions for the disabled
- Protection of threatened and endangered species and provisions for species of concern
- Pest management efforts
- Environmental education opportunities (both on and off post)
- Community relations and public involvement programs

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"CULTURAL RESOURCES MANAGEMENT, INSTALLATION/CWF" AWARD CATEGORY

INSTALLATION: Type or size of installation does not matter.

Nominations should concisely address the most outstanding program features of the preceding two fiscal years, inclusive of the award fiscal year. Areas to address include:

Environmental Enhancement: Highlight how accomplishments and improvements in the cultural resources management program have improved the quality of life for the nominee's personnel and for surrounding communities

Mission Enhancement: Highlight how accomplishments and improvements in the cultural resources management program have enhanced the ability of the nominee to carry out its military/civil works mission

Examples of program accomplishments to address:

- Improvements in planning, programming, and budgeting to support cultural resources management
- Coordination of cultural resources management with mission operations, natural resource management operations, and general operations such as construction, building maintenance and repair, etc.
- Use of alternative management approaches, techniques, and staffing to enhance the program
- Status of integrated cultural resources management plan, inventory status (archeological resources, historic buildings), and status of National Register nominations
- Maintenance, rehabilitation and/or adaptive reuse of historic buildings
- Public awareness programs and involvement in cultural resources preservation efforts on and off the nominee's property
- Affiliation of the nominee's personnel with civic and private cultural resource conservation organizations and academic institutions
- Cooperation with Federal, State, Tribal, local, and private cultural resources conservation organizations and academic institutions
- Sites inventoried and/or evaluated for National Register nomination
- Provisions for identifying, protection and granting access to cultural sites and artifacts
- Interaction with National Park Service, State Historic Preservation Office, Advisory Council on Historic Preservation, Native American tribes, and community groups
- Enforcement of requirements for consultations prior to initiating actions with effects on cultural resources
- Examples of success in managing significant or complex cultural resources compliance issues

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"CULTURAL RESOURCES MANAGEMENT, INDIVIDUAL/TEAM" AWARD CATEGORY

INDIVIDUAL OR TEAM: Presented to any person or team, consisting of two or more persons, who have made significant and lasting contributions to the management of cultural resources. If nominating for an individual award, the nominee **must** be a DoD civilian employee or a member of the U.S. Armed Forces. If nominating for a team award, **at least one** team member must be DoD a civilian employee or members of the U.S. Armed Forces.

Nominations should concisely address the most outstanding program features of the preceding two fiscal years, inclusive of the award fiscal year. Areas to address include:

Individual/Team Accomplishments: Highlight contributions to the program and resulting benefits to the community, environment and mission. Include awards and recognition received, especially those from outside agencies. Address partnership and community relations activities.

Environmental Enhancement: Highlight how accomplishments and improvements in the cultural resources management program have improved the quality of life for the nominee's personnel and for surrounding communities

Mission Enhancement: Highlight how accomplishments and improvements in the cultural resources management program have enhanced the ability of the nominee to carry out its military/civil works mission

In addition to the accomplishments listed under the Cultural Resources Management, Installation category, nominations for Teams or Individuals may address:

- Awards and other special cultural resources management recognition
- Contributions to educational programs at academic institutions, through civic, cultural, and private organizations
- Volunteer and partnership programs, e.g. level of participation, benefits to the nominee
- Innovative methods to overcome staffing/funding issue
- Research initiatives and scientific contributions

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"ENVIRONMENTAL QUALITY, INDUSTRIAL INSTALLATION" AWARD CATEGORY

INSTALLATION: An industrial installation has a primary mission of producing, maintaining, or rehabilitating military equipment. Ranges, test centers, research and development (R&D) centers, and civil works facilities should not compete in the industrial category. Size of installation does not matter.

Nominations should concisely address the most outstanding program features of the preceding two fiscal years, inclusive of the award fiscal year. Areas to address include:

Environmental Management Implementation: Nominees should specifically identify extent of conformance with a recognized environmental management system (EMS) standard and highlight plans to full implementation. Identify any nominee and community committees, boards, and partnerships that influence, through stakeholder inputs, the nominee's environmental management program or mission activities relevant to the nominee's significant environmental aspects.

Integration of Mission and Environmental Objectives: Identify the significant environmental aspects of the mission and other environmental challenges affecting the nominee. Highlight significant accomplishment in achieving environmental objectives based upon cooperative efforts with operational/mission related offices.

Examples of program accomplishments to address:

- Progress of EMS implementation
- Efforts to integrate environmental objectives with mission objectives
- Awards and recognitions received both internal and external to the Army
- Use of alternative/innovative management approaches, technologies, and staffing (all media areas)
- Programs and activities to enhance environmental awareness and community involvement and affiliation of the nominee's personnel with civic and local environmental organizations.
- Cooperation with Federal, State, and local agencies, organizations, and academic institutions.
- Compliance with Executive Order (EO) 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," February 11, 1994
- Compliance with Executive Order (EO) 13123, "Greening the Government Through Efficient Energy Management," June 3, 1999
- Compliance with Executive Order (EO) 13148, "Greening the Government Through Leadership in Environmental Management," April 26, 2000
- National Environmental Policy Act (NEPA) Planning, Analysis, and Implementation

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"ENVIRONMENTAL QUALITY, OVERSEAS INSTALLATION" AWARD CATEGORY

INSTALLATION: Type or size of installation does not matter.

Nominations should concisely address the most outstanding program features of the preceding two fiscal years, inclusive of the award fiscal year. Areas to address include:

Environmental Management Implementation: Nominees should specifically identify extent of conformance with a recognized environmental management system (EMS) standard and highlight plans to full implementation. Identify any nominee and community committees, boards, and partnerships that influence, through stakeholder inputs, the nominee's environmental management program or mission activities relevant to the nominee's significant environmental aspects.

Integration of Mission and Environmental Objectives: Identify the significant environmental aspects of the mission and other environmental challenges affecting the nominee. Highlight significant accomplishment in achieving environmental objectives based upon cooperative efforts with operational/mission related offices.

In addition to the accomplishments listed under the Environmental Quality, Industrial Installation category, nominations for the Overseas Installation may address:

- Adherence to country specific Overseas Environmental Baseline Guidance Document/Final Governing Standards (OEBGD/FGS)
- Application of innovative environmental analysis, flexibility in analysis, and cost reduction
- NEPA-like process to address scoping and/or focusing analysis in order to streamline the process of identifying the proposed action, appropriate alternatives, and mitigation measures
- Programs and activities to enhance environmental awareness and community involvement for base personnel and residents of military housing

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"POLLUTION PREVENTION, NON-INDUSTRIAL INSTALLATION/CWF" AWARD CATEGORY

INSTALLATION: Ranges, test centers, research and development (R&D) centers, and civil works facilities should compete in the non-industrial category. Installations with a primary mission of producing, maintaining, or rehabilitating military equipment should not compete in the non-industrial category.

Nominations should concisely address the most outstanding program features of the preceding two fiscal years, inclusive of the award fiscal year. Areas to address include:

Environmental Management Implementation: Nominees should specifically identify extent of conformance with a recognized environmental management system (EMS) standard and highlight plans to full implementation. Identify any nominee and community committees, boards, and partnerships that influence, through stakeholder inputs, the nominee's environmental management program or mission activities relevant to the nominee's significant environmental aspects.

Integration of Mission and Environmental Objectives: Identify the significant environmental aspects of the mission and other environmental challenges affecting the nominee. Highlight significant accomplishment and programs for improving stakeholder involvement from line organizations, communities, or boards that assist in and influence pollution prevention.

Examples of program accomplishments:

- Pollution prevention (including recycling and affirmative procurement) programs and the degree of attainment of each objective
- Plans developed and progress made on integrating pollution prevention into the management of pollution generating mission activities.
- Material substitution and any cost savings realized
- Efforts to reduce hazardous waste
- Compliance with Executive Order (EO) 13123, "Greening the Government Through Efficient Energy Management," June 3, 1999
- Compliance with Executive Order (EO) 13148, "Greening the Government Through Leadership in Environmental Management," April 26, 2000
- Compliance with Executive Order (EO) 13149, "Greening the Government Through Federal Fleet and Transportation Efficiency," April 21, 2000
- Community and stakeholder inputs with regards to establishing pollution prevention objectives relevant to the significant environmental aspects of the mission.
- Green Building initiatives
- Education, Outreach and Partnering efforts
- Recycling objectives and attainment of goals and cost savings realized
- Affirmative procurement

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"POLLUTION PREVENTION, INDIVIDUAL or TEAM" AWARD CATEGORY

INDIVIDUAL/TEAM: Presented to any person or team, consisting of two or more persons, who have made significant and lasting contributions to pollution prevention. If nominated for an individual award, the nominee **must** be a DoD civilian employee or member of the U.S. Armed Forces. If nominated for a team award, **at least one** of the members of the team must be DoD civilian employee or member of the U.S. Armed Forces

Nominations should concisely address the most outstanding program features of the preceding two fiscal years, inclusive of the award fiscal year. Areas to address include:

Individual/Team Accomplishments: Highlight contributions to the program and resulting benefits to the community, environment and mission. Include awards and recognition received, especially those from outside agencies. Address partnership and community relation activities.

Environmental Enhancement: Highlight accomplishments and improvements in pollution prevention, recycling and waste reduction. Emphasize innovative methods implemented and/or validated, cost savings and improvements in cross-media areas.

Mission Enhancement: Highlight accomplishments and improvements in the pollution prevention program that have enhanced the ability of the nominee to carry out its military/civil works mission

In addition to the program accomplishments listed under the P2 installation category, individuals or teams may also include:

- Awards and other special recognition for pollution prevention efforts
- Contributions to educational programs at academic institutions, through civic, cultural, and private organizations
- Volunteer and partnership programs, e.g. level of participation, benefits to the nominee
- Innovative methods to overcome staffing/funding issue
- Research initiatives and scientific contributions

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"ENVIRONMENTAL RESTORATION - INSTALLATION/CWF" AWARD CATEGORY

INSTALLATION: Type or size of the installation does not matter.

Nominations should concisely address the most outstanding program features of the preceding two fiscal years, inclusive of the award fiscal year. Areas to address include:

Technology Demonstration: Highlight accomplishments in environmental restoration. Emphasize innovative technologies that reduced the nominee's environmental restoration costs. Highlight technologies that the nominee demonstrated/implemented and/or validated. Emphasize programs that resulted in cost reductions and/or accelerated clean up schedules.

Community and Stakeholder Involvement: Highlight the progress of community involvement programs such as restoration advisory boards (RABs) or technical review committees (TRCs). Identify efforts to team with the State, local government, affected community, or other Federal agencies to improve the environmental restoration effort. Illustrate tangible results and decisions and/or agreements reached.

Mission Enhancement: Highlight accomplishments and improvements in the environmental restoration program that have enhanced the ability of the nominee to carry out its military/civil works mission. Highlight efforts to reuse properties.

Examples of program accomplishments:

- Program objectives and milestones the degree of success reached for each objective
- Awards or recognition received
- Environmental restoration agreements, and the dates of their preparation or last revision
- Implementation of performance based contracting and cost savings
- Opportunities for small business and awards or recognition received for promoting small business opportunities
- The number of jobs the nominee generated in-house and in the community as a result of the program
- Fast-track clean-up efforts
- Innovative technologies that reduced the nominee's environmental restoration costs
- Improvements in the nominee's site characterization techniques
- Efforts to team with the State, local government, affected community, or other Federal agencies
- Improvements in site management techniques
- Efforts to reduce risk to human health and the environment